

## **State Historical Records Advisory Board**

### **Minutes**

The State Historical Records Advisory Board (SHRAB) met on February 21, 2007, at 1 p.m. in the Board Room at the Kentucky Department for Libraries and Archives (KDLA). Board members present were: Richard Belding, Coordinator; Barbara Teague, Deputy Coordinator; Mary Margaret Bell, Jefferson County Public Schools (JCPS); Rebecca Ryder, University of Kentucky (UK); Gretchen Haney, representing Kent Whitworth, Kentucky Historical Society (KHS); and Mary Winter, Citizen at Large. Also present was Connie Renfroe, Public Records Division Secretary. Not present were: Sue Lynn McDaniel, Western Kentucky University (WKU); and Dr. James Greene, Harlan Independent School District.

The minutes of November 1, 2006 were reviewed. Bell made a motion to accept the minutes, seconded by Winter. Motion carried unanimously.

Discussion was held on the National Historical Publications and Records Commission's (NHPRC) budget, which was recommended at zero-funding for 2008 in the Executive Budget. Belding was contacted by Lewis Bellardo, Deputy Archivist of the United States, who said that he was working with the Council of State Archivists (CoSA) to reach members of Congress who are in leadership positions or who are on key committees. SHRAB will need to continue to contact members of Congress, but perhaps may do even more target contacts with people who Board members know are friends or associates of the members of Appropriations Committees, such as Senator McConnell, Representative Chandler, and Representative Rogers. Belding asked SHRAB members to think of friends or associates of those legislators that would be willing to work on behalf of NHPRC. Belding will inform SHRAB members as soon as CoSA contacts him with further information.

Teague gave an update on the NHPRC grants. The 2005 grant is closed. \$1,900 was left over from the 2006 grant, and that money will be transferred to the Kentucky Educational Television (KET) Foundation for use in production of the video. The 2006 grant is due to close March 31, 2007. The SHRAB received a \$10,000 grant for 2007 to cover administrative costs, SHRAB meeting expenses, and two or three SAA workshops; and to award scholarships to Kentucky residents who attend the SAA workshops.

The SHRAB discussed disaster planning. Belding said that all Executive state agencies were asked to contribute to a Wolf Creek Dam Action Plan by providing information such as services, facilities, or activities of the agency that could assist those impacted by lowering the water level at Lake Cumberland. KDLA focused on the assistance it provides to local public libraries and local government agencies. On the side of local governments, KDLA provided information on grants that the Local Records Program has issued in the last twenty-three years for archival security microfilming of local records, in particular for the four potential inundation counties of Clinton, Cumberland, Monroe, and Russell and the county seat communities, Jamestown, Burkesville, Albany, and Hopkinsville. KDLA also spoke with the principal county and city government offices in those areas to find out what type of information backup procedures they had in place. KDLA is identifying potential problems and plans to provide additional grants to bring local governments' security filming up to date. Additional grants are possible because HB547, which passed in the 2006 legislature, provides for additional funds to be allocated to the Local Records Program on a monthly basis. Other assistance includes a preservation checklist available for local officials to use as a needs assessment tool and KDLA workshops for affected communities and counties.

Belding discussed CoSA's Emergency Preparedness Initiative. CoSA saw a need for an easily accessible wallet- sized pocket size response plan, especially after dealing with the Hurricane Katrina Disaster, and requested each state to participate. Belding distributed a copy of KDLA's pocket plan (PReP) document that was submitted to CoSA and distributed around the state. The response plan contains comprehensive contact information and will help in disaster response in an emergency. KDLA is also interested in ensuring that local government officials understand that their record responsibilities include disaster preparedness. KDLA's next step is to provide a statewide disaster recovery plan and to partner with the state's Division of Emergency Management.

The SHRAB reviewed the strategic plan and discussed the timeline for 2007-2012. Teague will draft the timeline and send it to SHRAB members for review before the next meeting.

Teague mentioned that Kentucky will be hosting the Southeastern Archives and Records Conference (SARC) on April 24-26, 2007. SARC is an annual meeting of staff from the southeastern State Archives. Kentucky has been a SARC member since 1986, and this is

Kentucky's third time to host the annual conference. A SARC website will be posted with more information available.

There being no further business to discuss, the meeting was adjourned.